

Project Manager



Position Description

Status

Full-Time, Exempt

Compensation

C42

Bargaining Unit

Non-bargaining

Reports to

Executive Director of Operations

Supervises

Project Management Staff

Position Category

Manager

Summary

Responsible for project planning, management and oversight to ensure successful outcomes for the County's capital projects, contracts for services, major procurements and strategic initiatives. Research, analyze and compile information to support efficient executive-level decision making. Coordinate inventories of major assets and service contracts and establish plans for sustaining them. Initiate, champion and implement continuous process improvements. Increase organizational project management capability.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position has direct supervisory responsibilities and serves as a coach and mentor for other positions in the department.

1. Solicit and pro-actively identify all County projects that will require a capital procurement, service contract, significant coordination between multiple service areas, or have a major impact on the organization.
2. Provide guidance, training, direct assistance and support to all service areas in planning, developing and executing individual projects. Engage project sponsors and service area managers in scoping projects.
3. Develop and maintain a comprehensive project information system to capture, organize, store, share and communicate information on projects and contracted services. Research, compile and maintain summaries for individual projects.
4. Supervise and manage the public procurement process for the County's capital purchases, contracted services and major operational expenditures according to the County's Purchasing Policy and other applicable public procurement laws and guidelines for best practices.
5. Critically and objectively review, analyze and evaluate proposals, contracts, scopes of work, project plans, activity schedules, evaluations, presentations and supporting data.

6. Maintain a list of active contracts and agreements and monitor expiration dates along with historic and projected expenditures on contracted services. Monitor contractor invoicing and work progress against contract terms, scope and costs.
7. Develop and maintain a framework for housing information about the County's capital assets and collaborate with service areas to establish processes to regularly inventory and update asset information
8. Compile data into the County's Capital Improvement Plan, capturing 5-year operational and 15-year infrastructure project and funding needs. Present to executive decision makers for approval.
9. Spearhead selected continuous improvement and process re-engineering initiatives. Facilitate process mapping activities and document workflows to help stakeholders better understand complex processes.
10. Develop and maintain performance metrics to monitor and trend conditions within Allegan County, within each focus area of the organization's strategic map, and within service areas.
11. Direct, coordinate, supervise and review the activities of the Project Management Team in supporting all aforementioned essential duties. Develop team skills and provide training as necessary.

Competencies

Competencies are listed below. Detailed descriptions of these competency levels is available in the Performance Expectations and Development Guide (pages 32-42) available on the internet. [Click here.](#)

Reference the Core Competency Expectation Level stated on page one of this job description. Variances from the Performance Expectations and Development Guide are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Organizational Values
- Goal/Results Oriented
- Communication
- Attention to Detail
- Adaptability
- IT Application
- Leadership & Influence
- Management
- Planning & Organizing
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position manages all employees of the Project Management Team and is responsible for the performance management of the employees within that department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to County buildings and other locations as needed to support project planning, development and execution, and for meeting/training purposes.

Required Education and Experience

1. Bachelor's degree in project management, business management, information services, planning or logistics or related field.
2. Five (5) years of project management experience.

Preferred Education and Experience

1. Two (2) years of procurement of goods and services, public focus desirable.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____